

EEO Utilization Report

Organization Information

Name: County Of Sacramento

City: Sacramento

State: CA

Zip: 95814

Type: County/Municipal Government (not law enforcement)

Step 1: Introductory Information

Policy Statement:

It is the policy of the Sacramento County Board of Supervisors to provide equal opportunities in all areas of employment to all people, regardless of race, color, sex, national origin, age, marital status, religion, ancestry, medical condition, disability, political affiliation, sexual orientation, or other factors not directly related to the duties of the county jobs involved.

This Board encourages and supports the Civil Service Commission, County Executive, and the Department of Personnel Services in efforts to develop and implement such personnel rules and procedures necessary to create a workforce representative of the county in which we serve. The Board commits all personnel of Sacramento County in this initiative to innovative policy development, implementation, and service delivery best practices to achieve workforce diversity. This includes increased uniform communication between county agencies and direct contact with community organizations.

As a matter of policy, achieving equal opportunity within the County government shall be given a high priority by all departments of the County and shall receive prompt and full attention at all times. As such, each department head shall analyze all aspects of employment in his or her department to identify underutilization or inequalities in the county workforce. All actions taken must cover all elements of personnel policy and management practices and must be consistent and supportive of the Boards Equal Opportunity Policy.

All personnel policies and procedures regarding employment and utilization shall preserve the concept of equal opportunity in all terms, conditions and benefits of employment and compliance with the state federal laws and guidelines.

Step 4b: Narrative of Interpretation

EEOP Step 4b

2018 EEOP Underutilization Analysis Narrative

County of Sacramento

This is a narrative review of the Significant Underutilization Analysis Chart which identified statistically significant underutilization by job category based on a comparison to representation in the Community Labor Statistics.

The County's HR Personnel Office/EEO Unit reviewed the Utilization Analysis and noted the following:

WHITE MALES are significantly under-represented in the Professionals (-9%), Technicians (-10%) and Admin Support (-11%) job categories.

WHITE FEMALES are significantly under-represented in the Officials/Admin (-5%), Professionals (-5%), Technicians (-5%), Protective Svs/Non-Sworn (-19%), Admin Support (-7%); Skilled Craft (-3%) and Svc Maintenance (-13%) job categories.

Please see uploaded document.

Following File has been uploaded: Step 4b of 7 - Narrative of Interpretation 2018 for Upload.docx

Step 5: Objectives and Steps

1. To Encourage Equal Employment Opportunity in Recruitment, Hiring and Retainment for Underutilized Groups

- a. The County's Equal Employment Opportunity Advisory Committee (EEOAC) reviews detailed workforce analysis reports submitted on a regular basis by each department within the County. These reports include ethnicity/race and sex information on the departments' new hires, re-hires, promotions, demotions, terminations, departmental transfers and any EEO related complaints. The EEOAC approves the report or contacts the department with concerns or recommendations.
- b. A representative of the County's Department of Personnel Services/Employment Services Division will attend an Equal Employment Opportunity Advisory Committee meeting once per year (unless otherwise requested) to update and report on the progress of the new Recruitment Team efforts.
- c. County departments are notified by the Employment Services Division on scheduled upcoming job/career fair events in Sacramento area colleges, high schools and expo events. Departmental representatives attending these events are prepared to assist and recruit prospective employees for a workforce representative of Sacramento County's diverse population.
- d. The County's Department of Personnel Services, Employment Services Division, has made an impact with their new recruitment team. Since its implementation, the Recruitment Team has focused on providing professional and technical advice and assistance to line departments on a variety of recruitment and retention issues. Outreach to candidates and the community has increased along with tracking, analyzing recruitment data and marketing trends.

2. To Encourage Equal Employment Opportunity in Advancement and Training for Current Employees

- a. The County encourages promotional opportunities and allows upward mobility based on experience. The County's website offers continuous information on current open positions and promotional exams.
- b. The new Training and Organization Development Department of the County of Sacramento, has been instrumental in assisting employees succeed in their careers. It provides training services and workplace solutions to enhance skills and working experience. There are County-wide training programs for lead workers, supervisors and managers, organization development for consultation and implementation services in areas such as culture change, team building and executive coaching.
- c. The Training and Organization Development Department has implemented a new online learning management system, MyLearning which is now live for Countywide employees. Within MyLearning, employees can browse available courses, view their training history, and submit requests for training which are automatically routed to the employees supervisor for approval.

d. Education Reimbursement, by labor agreement, is available to all employees and is set by an annual reimbursement amount.

3. To Encourage Equal Employment Opportunities in Hiring and Selection for all Race/Ethnic Groups

a. The County's Department of Personnel Services, Employment Services Division, has made an impact with their new recruitment team. Since its implementation, the Recruitment Team has focused on providing professional and technical advice and assistance to line departments on a variety of recruitment and retention issues. Outreach to candidates and the community has increased along with tracking, analyzing recruitment data and marketing trends.

b. The County continues to maintain and improve their internet site for job applicants. There are instructions to help applicants step by step through the hiring process along with information on how to search and apply for jobs, what the job specifications and education requirements are, and notification of future job openings and job seeker resources.

c. The County continues to provide diverse qualification appraisal panels and exam panels as per Civil Service Rules that one or more persons be a member of an ethnic minority group and one or more persons be female

d. The County will consider substitution of experience for education and, when possible, will add it to the employment standards for the job qualifications.

e. The County continues to maintain and improve their internet site for job applicants. There are instructions to help applicants step by step through the hiring process along with information on how to search and apply for jobs, what the job specifications and education requirements are, and notification of future job openings and job seeker resources.

Step 6: Internal Dissemination

1. Notification to County employees, supervisors and managers that the County of Sacramento's EEOP Utilization Report is complete and ready for viewing will be through an announcement in the County News email publication. There will also be a notification posted in the main break room of the County's Main Administration building.

2. The County of Sacramento's EEOP Utilization Report will be available to all employees on the County's Intranet site.

3. The County's EEO Advisory Committee will be given the County of Sacramento's Utilization Report for their review.

4. A copy of the County of Sacramento's Utilization Report will be available to anyone by requesting a copy from the County of Sacramento's Department of Personnel Services, EEO Unit, 700 H. Street, Sacramento, CA 95814.

Step 7: External Dissemination

1. The County of Sacramento will notify contractors and vendors that the County of Sacramento's EEOP Utilization Report is available for viewing.

2. The County of Sacramento's EEOP Utilization Report will be available to the general public on the County's Internet website.

3. A copy of the County of Sacramento's EEO Utilization Report will be available to anyone by requesting a copy from the County of Sacramento's Department of Personnel Services, EEO Unit, 700 H Street #5720, Sacramento, CA 95814.

Utilization Analysis Chart
Relevant Labor Market: Sacramento County, California

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	310/44%	45/6%	18/3%	4/1%	37/5%	4/1%	8/1%	0/0%	175/25%	21/3%	27/4%	2/0%	39/6%	1/0%	9/1%	0/0%
CLS #/%	35,510/39%	4,980/5%	2,125/2%	220/0%	4,760/5%	185/0%	590/1%	425/0%	27,805/30%	5,050/6%	3,135/3%	260/0%	4,905/5%	235/0%	765/1%	425/0%
Utilization #/%	5%	1%	0%	0%	0%	0%	0%	-0%	-5%	-3%	0%	0%	0%	-0%	0%	-0%
Professionals																
Workforce #/%	754/20%	152/4%	103/3%	10/0%	284/7%	5/0%	21/1%	0/0%	1131/30%	367/10%	390/10%	15/0%	469/12%	20/1%	85/2%	0/0%
CLS #/%	38,435/29%	5,570/4%	3,260/2%	170/0%	10,660/8%	230/0%	1,200/1%	550/0%	46,730/35%	7,190/5%	4,875/4%	330/0%	11,830/9%	285/0%	1,100/1%	765/1%
Utilization #/%	-9%	-0%	0%	0%	-1%	-0%	-0%	-0%	-5%	4%	7%	0%	3%	0%	1%	-1%
Technicians																
Workforce #/%	171/21%	52/6%	33/4%	4/0%	62/8%	3/0%	7/1%	0/0%	189/23%	109/13%	84/10%	6/1%	83/10%	4/0%	9/1%	0/0%
CLS #/%	5,165/31%	745/4%	520/3%	4/0%	1,660/10%	75/0%	185/1%	45/0%	4,735/28%	685/4%	705/4%	90/1%	1,650/10%	60/0%	210/1%	155/1%
Utilization #/%	-10%	2%	1%	0%	-2%	-0%	-0%	-0%	-5%	9%	6%	0%	0%	0%	-0%	-1%
Protective Services: Sworn																
Workforce #/%	941/52%	212/12%	83/5%	9/0%	132/7%	9/0%	9/0%	0/0%	235/13%	86/5%	33/2%	10/1%	39/2%	2/0%	8/0%	0/0%
CLS #/%	7,350/50%	1,520/10%	1,295/9%	115/1%	940/6%	360/2%	160/1%	230/2%	1,535/10%	425/3%	320/2%	20/0%	395/3%	15/0%	65/0%	75/1%
Utilization #/%	2%	1%	-4%	-0%	1%	-2%	-1%	-2%	3%	2%	-0%	0%	-1%	0%	0%	-1%
Protective Services: Non-sworn																
Workforce #/%	96/31%	43/14%	22/7%	2/1%	25/8%	7/2%	3/1%	0/0%	59/19%	24/8%	12/4%	0/0%	15/5%	1/0%	3/1%	0/0%
Civilian Labor Force #/%	255/28%	55/6%	55/6%	0/0%	15/2%	0/0%	0/0%	0/0%	345/38%	110/12%	20/2%	15/2%	0/0%	0/0%	34/4%	0/0%
Utilization #/%	3%	8%	1%	1%	6%	2%	1%	0%	-19%	-4%	2%	-2%	5%	0%	-3%	0%
Administrative Support																
Workforce #/%	297/11%	124/5%	98/4%	6/0%	120/5%	7/0%	26/1%	0/0%	780/30%	398/15%	355/13%	20/1%	317/12%	30/1%	61/2%	0/0%
CLS #/%	39,195/22%	10,225/6%	5,875/3%	415/0%	9,515/5%	495/0%	1,700/1%	765/0%	64,945/36%	18,305/10%	10,905/6%	805/0%	11,565/6%	1,115/1%	2,485/1%	1,275/1%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
	%	%							%	%	%		%			
Utilization #/%	-11%	-1%	0%	-0%	-1%	-0%	0%	-0%	-7%	5%	7%	0%	6%	1%	1%	-1%
Skilled Craft																
Workforce #/%	500/67%	121/16%	34/5%	18/2%	40/5%	5/1%	11/1%	0/0%	6/1%	1/0%	2/0%	0/0%	1/0%	0/0%	3/0%	0/0%
CLS #/%	25,465/55%	11,440/25%	1,935/4%	285/1%	2,915/6%	385/1%	640/1%	270/1%	1,620/3%	375/1%	525/1%	40/0%	485/1%	55/0%	38/0%	70/0%
Utilization #/%	13%	-8%	0%	2%	-1%	-0%	0%	-1%	-3%	-1%	-1%	-0%	-1%	-0%	0%	-0%
Service/Maintenance																
Workforce #/%	153/30%	106/21%	73/14%	3/1%	53/10%	15/3%	12/2%	0/0%	33/6%	28/5%	12/2%	2/0%	18/4%	1/0%	3/1%	0/0%
CLS #/%	32,935/23%	26,525/19%	6,185/4%	575/0%	10,360/7%	875/1%	1,165/1%	615/0%	27,660/19%	16,105/11%	5,820/4%	395/0%	10,880/8%	1,015/1%	1,265/1%	680/0%
Utilization #/%	7%	2%	10%	0%	3%	2%	2%	-0%	-13%	-6%	-2%	0%	-4%	-1%	-0%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators									✓	✓						
Professionals	✓						✓	✓	✓							✓
Technicians	✓				✓				✓							✓
Protective Services: Sworn			✓			✓	✓	✓								✓
Protective Services: Non-sworn									✓	✓		✓			✓	
Administrative Support	✓	✓						✓	✓							✓
Skilled Craft		✓						✓	✓	✓	✓		✓			
Service/Maintenance									✓	✓			✓			

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Cori A. Stillson, Ph.D.

EEO Officer

09-25-2018

[signature]

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